

**Town of Chesterfield
Board of Selectmen
MINUTES
February 20, 2019**

CALL TO ORDER

VanCor called the meeting to order at 6:05 P.M. In attendance was Aldrich. McKeon was brought in by phone. VanCor moved to allow Jon into the meeting after confirming he was alone and unable to attend due to weather, Aldrich seconded the motion and they included McKeon into the meeting.

SUGGESTION BOX:

A comment was made that "February" was misspelled on the large post card that was mailed to the community.

PUBLIC COMMENT

Barbara Girs said she would like the Selectmen will bring cookies to the Meet the Candidates night.

Mr. Koopmann expressed that the community could benefit from CPR training. Aldrich said the training is expensive and perhaps Tricia Lachenal may know someone. It was agreed it is a good idea and will be considered. John thought it would be helpful to offer it and put the information in the town newsletter. Aldrich said she knows the trainer in Keene and will look into this further.

No further public comment.

OLD BUSINESS

Town Hall Annex Plans (Jon) –

McKeon has a meeting scheduled to discuss this tomorrow.

Former Town Office Plans (Jon) - Aldrich found two grants and will suggest they pursue these. Surveying may be needed first. The Economic Development Committee will meet again Thursday and this will be discussed further.

Progress on Erosion issue on town owned beaches (Norm)

VanCor said McKeon has turned in comments on the proposed contract between the town and the contractor doing the work. Aldrich has some come comments and she will email those into Thompson. VanCor said he sees an opportunity to combine these into one contract. One for North Shore and One for Wares Grove; McKeon agreed. Norm continued saying they eliminated the need for a performance bond, it was agreed this is not needed. Next VanCor brought up item #6 on the contract regarding Change Orders. McKeon suggested we add that the contractor provide back- up documents to all pricing and mark-up to include overhead and

profit not to exceed 12%. VanCor talked with Brian Vincent and determined 10-12 percent is a reasonable profit percent.

VanCor said in his correspondence with Fuss & O'Neil, it was agreed they can provide services as needed. VanCor said the Town can call them and they would assign the appropriate person and would pay on a per hour basis. An Engineer expense would be \$80 per hour; Brian Vincent's cost is \$155 an hour and Clerical is \$65 per hour. The Town can self perform many tasks due to McKeon's and VanCor's experience. Fuss & O'Neil can be on call in the event of an unforeseen issue. Chris Lord is also knowledgeable in the fields required. VanCor will act as overseer to be sure the plan is followed. McKeon will also be overseeing on the weekends.

VanCor said Mr. Martini contacted Brian Vincent to let him know he was in Mexico and is unable to communicate until he returns on the 1st of March. The other two abutter agreements were sent by certified mail. If the forms are not signed and returned, Fuss & O'Neill can proceed with DES permitting. Brian Vincent advised VanCor the Martini agreement is essential as we will be on his property.

Camp Spofford Agreement- McKeon said this is going to the Planning Board to be signed.

Personnel Policy Review – Put together for Ratigan- Thompson advised she has not had the time to do this review. Aldrich said she would be happy to assist.

Building Inspector/Code Enforcement Officer Position- McKeon said he contacted the candidate about the salary, but he would not budge. Aldrich asked if they can temporarily share these services with another town. McKeon will check around with other towns. The job advertisement will continue to run until they can find the right person.

Audit Financial Report- Matt Murray March 6th at 6:15 – VanCor asked when preparation should they do prior to this meeting. Thompson said he will answer any questions the board has. McKeon would like him to provide areas that the board should really understand, and further, the implications if those areas are not corrected.

Conservation Commission Authority – McKeon said this will be put off until May. Aldrich asked what we are attempting to do. VanCor said the question remains, as the governing body for the town, what do we ask the boards and commissions to do? McKeon then said this will be further discussed in May.

Legislative Bulletin- VanCor said Cordell Johnson was grateful for our interest. He said the board should communicate directly with state reps and senators and to copy Cordell on the emails. He also suggested the Selectboard invite the legislators to our office in September and October each year to let them know what we think is important. Providing testimony is a good idea. He is sending a link to the legislature for the chairman of each committee and their contact information. VanCor said to keep an eye out on Friday and Saturday when the legislature bulletins are sent out. McKeon said he reached out to Senator Kahn to let him know we are against Mini Bacon Law proposal. Timing is very important to getting or input in to the house.

GUESTS

Jeff Scott asked the Selectboard to express support for the Warrant regarding the Old Home Day Event to be held Sept 21, 2019. VanCor, McKeon and Aldrich stated they fully support this endeavor with gratitude and thanks to those that make it happen.

Chris Lord came to provide the quarterly update for the Highway Dept. Chris said there have been 2 vehicle accidents this winter. The first incident was a mirror which was fixed within the department. The second incident involved an employee who backed into the salt truck. This did approximately \$6,000 in damage to the loader. A claim was turned into the insurance company. The employee received a verbal warning. Aldrich suggested additional training for the drivers when involved in an accident. Chris said he does do additional training and in the future he will ask for employee signatures after the training. Chris continued and said there have been complaints of drivers riding through stop signs and he has advised the drivers to be careful. He is trying to manage the overtime costs; they are averaging about 12-15 hours per employee right now. The employees are all getting along and morale is up. The town hall alarm has caused issues as it goes off at low temperatures. He has tried to stay on top of this including putting a heater in the building. He also reported the Town Office the septic alarm was going off. He thinks it might be because the float was stuck. He pumped it down and it appeared to be working fine and he will monitor this. At the Transfer station a gentleman slipped and fell when dumping after hours. The man declined to fill out a report, Julie has his information on file. The department decided to remove those stairs and reinstall them when the weather improves. He received a call from a woman who will not put the transfer station sticker on her vehicle. Norm said she must have the sticker if she wants to use the transfer station. Chris said everything else is going well and it is quiet at the transfer station.

VanCor asked about the sand and salt budget. Lord said he has about 64% (\$52,000) left in the budget for sand and gravel budget he hopes to have 45-50 percent of that left so he can re-gravel some roads. Sections of Poocham, Gulf and Old Chesterfield Road could use gravel. Lowering the salt usage on North Shore Drive has been effective this winter, according to Lord. We can tell the public we are using 33-40% less salt at this time, said Lord. At the end of winter last year, he had spent all the salt money and more. No complaints have been received by the Board.

No major repairs have been necessary on vehicles. He has to determine if fuel pumps are on the capital reserve budget; there are approx. \$12,000 repairs to those pumps needed. He will need these updated at some point.

McKeon told Lord about a complaint from Jennifer Campbell who was upset about not being able to take papers out of the recycle container. This was discussed via email. He got another email from folks on Gateway who want to talk about drainage issues. Chris agrees there are issues. He would like to look at this in the future, but there has been so much water he cannot assess at this time. There was a 20-30 foot swath of water across the road. Chris will get photos of this when he goes out next. VanCor said the clock is ticking on accepting this roadway.

VanCor asked about the Wares Grove Cottage. Chris said he brought about 50 bales of hay from home and wrapped the house. He put in a wall space heater to heat the room and stop the freezing. He would like to replace the water line in the future and include integrated heat tape. The hay and the insulation fixes seem to be helpful. He hopes we won't freeze in the cottage again.

VanCor asked if the Handyman concept is working. Yes, said Lord, the concept is good; it works well to have the handyman do the sidewalks. Lord then said he wants to repave the portion of the sidewalk that is lifting.

With no further questions the Board thanked Lord for coming and providing the update.

NEW BUSINESS - None

OTHER BUSINESS –

Regarding Camp Spofford, McKeon said the camp will pull out the existing basketball court and install, in a different spot, a parking area. In doing so they are within their coverage limit. There is a defined parking plan that is now in place. As these things come up we should have an electronic file so when the agreement process is opened next year we have the info available, added VanCor.

Aldrich said a letter was received from the Connecticut River Joint Commission. VanCor said he was the representative as a favor, and he told SW Regional Board and he should find someone else to fill the position. VanCor said he is looking to get a monitoring gauge at the CT River in Chesterfield. VanCor said we need someone who can attend these meetings regularly. McKeon suggested we appoint Harriet Davenport and if she can't do it the Board will appoint someone else. *McKeon made a motion to support Harriet Davenport as represent for the Town on the Commission. Aldrich seconded the motion and it was voted unanimously by roll call vote.* Thompson will contact Lisa at Southwest Planning.

Aldrich said she wants to be sure Seniors can move the china and silver from the Town Hall to Spofford Hall so they can continue to have lunches while the building is closed. Thompson said there are people using the hall so this may not work. They cannot take the items for the whole term. Aldrich will discuss this further with Thompson.

Aldrich brought up last month's meeting with Police Dept last week. Aldrich feels like this was combative and she wants to be clear as to expectations of the department regarding their procedures. The process of hiring could be revisited, said McKeon. McKeon said there is a feeling of autonomy within the dept. VanCor said this should be discussed with Chief Chickering at the next quarterly review. Aldrich said we should prepare our expectations at the working meeting and send it to the Chief so he understands what is wanted.

Aldrich said she has been moving through old notes and items that are dangling. It was agreed she will send a list to Thompson and then the can go through the list so we know what is still outstanding.

Thompson said Girs, Town Clerk, came in regarding the Meet the Candidate Night. It was agreed Thompson would email the flyer to the Community Mailing list to give people time to plan to attend. Aldrich can get the flier for the Meet the Candidates to the website.

VanCor asked if the upcoming ballot and the ordinances are on the website. Girs will email these items to Lachenal so this can be available on the website for voters.

Aldrich said Mail Chimp will be live on the 1st of March for Chesterfield Happenings.

McKeon said there are meetings coming up for bonding issues. Thompson said the RSA stated for the last meeting was incorrect so the meeting has to be re-done. The meeting will be redone next Thursday at 6:00, February 28th.

Aldrich brought up the donation letter that came in from Christina Prah, Trustees of the Trust Fund. Prah will be coming in on March 6, 2019 to meet with the board. Parks & Recreation Director, Sam Hill should be notified to not ask for donations at this time. Erin Scaggs can accept the donations as a private entity. VanCor said the Lions Club will buy the league shirts and give them to Parks & Recreation.

Aldrich wanted to be sure there will be a sign-up sheet at the Town Meetings for Chesterfield Happenings. Everyone agreed this is a good idea.

ACCEPTANCE OF MINUTES

VanCor made the motion to approve the February 13, 2019 minutes as amended; Aldrich made the second and they were unanimously approved by roll call vote.

VanCor made the motion to approve the February 13, 2019 Non-Public # 1 minutes as amended; Aldrich made the second and they were unanimously approved by the roll call vote.

VanCor made the motion to approve the February 13, 2019 Non-Public #2 minutes as amended; Aldrich made the second and they were unanimously approved by roll call vote.

LEGAL

PUBLIC COMMENT

John Koopmann said there are RSA's regarding the Conservation Commission which should be reviewed by the board prior to the May discussion. Also, there is a NH Conservation Comm. Assoc that has guidelines for groups. There were a number of towns where responsibilities of Conservations Commissions were reviewed.

He next said there are projects in town that are in violation of codes which have not been resolved over the terms of several building inspectors. Improper implementations can be frustrating and can set a bad precedent. Perhaps an inspector could be paid at a higher rate for a term on a trial basis. He suggests a one-year contract which would expire if the inspector is not worth the pay. This may allow us to have real value and change to current projects.

Aldrich said this has been a major focus. A goal of the board is that these projects do become compliant.

Koopman said a tool that was valuable in the past was the Inspector's report which was publically available and documented the progress on projects.

Mr. Scott asked how long the town hall will be unavailable during construction. McKeon said about it will be unavailable for about 2-4 months.

Scott asked if the State has contacted the Town regarding a Visitors Center in conjunction with the liquor store. The meeting regarding this was cancelled said VanCor and nothing more has been discussed.

Christine Dufresne stated the roads have been good on the North Shore.

NON-PUBLIC

VanCor made the motion to go into Non-Public Session RSA 91-A: 3, II(c) Matters that, if discussed in public, would adversely affect the reputation of someone other than a member of the public body. However, if that person requests it the meeting must be public. Aldrich seconded the motion and it was unanimously agreed by roll call vote.

ADJOURN

VanCor made the motion to adjourn at 8:21pm. Aldrich seconded the motion and it was unanimously agreed to adjourn by roll call vote.

Respectfully submitted,

Susan Rigg
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Norman W. VanCor

Date

Jeanny Aldrich

Date